

**IDAHO BOARD OF EXAMINERS OF NURSING HOME ADMINISTRATORS**  
**Bureau of Occupational Licenses**  
700 West State Street, P.O. Box 83720  
Boise, ID 83720-0063

**Board Meeting Minutes of 10/30/2017**

**BOARD MEMBERS PRESENT:** John H Williams  
Nancy M Kerr  
Zendi F Meharry

**BOARD MEMBERS ABSENT:** Joshua R Thompson – Chair  
Cathy Hart

**BUREAU STAFF:** Tana Cory, Bureau Chief  
Dawn Hall, Deputy Bureau Chief  
Lori Peel, Investigative Unit Manager  
Joan Callahan, Legal Counsel  
Kellie LaBonte, Technical Records Specialist II

**OTHERS PRESENT:** Robert Vande Merwe, Idaho Health Care Association  
Heidi Brough-Nye, RCA Board Chair

The meeting was called to order at 9:00 AM MDT by Vice Chair, Ms. Meharry.

**APPROVAL OF MINUTES**

Ms. Kerr made a motion to approve the minutes of 7/27/2017 and 9/7/2017. It was seconded by Mr. Williams. Motion carried.

**EXECUTIVE ORDER**

Ms. Hall updated the Board on the Executive Order meeting on 10/12/2017 with Lieutenant Governor Little. She stated that Lieutenant Governor Little gave an overview of the Executive Order and explained that the purpose of the review is to ensure the lightest possible hand of government regulating commerce and industry while still preserving the public trust.

**LEGISLATIVE REPORT**

Ms. Hall gave the legislative report. The deadlines to submit proposed rule and law revisions to the Governor's Office have passed for the 2018 Legislative Session. The deadline to submit proposed law changes to the Governor's Office is Mid-July and the

deadline to submit proposed rule changes to the Governor's Office is Mid-August for the 2019 Legislative Session.

## **FINANCIAL REPORT**

Ms. Hall gave the financial report, which indicated that the Board had a cash balance of \$42,260.00 as of 9/30/2017.

## **INVESTIGATIVE REPORT**

Ms. Peel gave the investigative report, which is linked above.

## **FOR BOARD DETERMINATION**

Mr. Williams made a motion to approve the Bureau's recommendation and authorize closure in case I-NHA-2017-1. It was seconded by Ms. Kerr. Motion carried.

## **CORRESPONDENCE FROM IDAHO HEALTH CARE ASSOCIATION**

Mr. Vande Merwe discussed with the Board items outlined in his letter to the Board dated 8/30/2017.

Mr. Vande Merwe said he would like the Board to change the Administrator-In-Training (AIT) experience requirements from 2000 hours to 1000 hours, which is what National Association of Boards of Examiners of Long Term Care Boards (NAB) recommends. This topic has been discussed during previous board meetings and the Board continues to discuss this topic.

Mr. Vande Merwe stated that he would like to see the consolidation of the Nursing Home Administrators (NHA) Board and the Residential Care Facility Administrators (RCA) Board as this is the trend nationally. This has been discussed by both Boards at various meetings. A subcommittee is already comprised of the two Board Chairs and Bureau staff to look into this further.

Mr. Vande Merwe stated that he supports the online preceptor course that is produced by NAB. Since the NAB course does not include specific Idaho requirements, IHCA would like to develop online courses to cover the Idaho material.

Mr. Vande Merwe said that he would like to see Idaho move forward with the Health Services Executive (HSE) certification offered through the National Association of Boards of Examiners of Long Term Care Boards (NAB), which has been a topic of discussion during previous meetings for the NHA Board and the Board supports this certification.

Mr. Vande Merwe stated that he was concerned of the possibility of the investigations as part of a survey conducted by the Bureau of Facility Standards may be replicated by the

investigators from the Bureau of Occupational Licenses and vice versa. He would like the investigative processes to be streamlined.

Mr. Vande Merwe questioned the need to have many of the Board's forms notarized as it is an unnecessary step that does not add much value in protecting the public. Ms. Hall and Ms. LaBonte said that the notary Mr. Vande Merwe was talking about is the general acknowledgement. Ms. Hall said that the Bureau uses the jurat notary. The jurat has the language "subscribed and sworn" which means that the individual is swearing to the truth that the information provided is true and correct. Ms. Hall explained that a person can be prosecuted if caught providing incorrect information if a jurat notary is used. However, under an acknowledgement if incorrect information is provided, the person cannot be prosecuted.

Discussion was held regarding forming a subcommittee comprised of two NHA licensees, two RCA licensees, the NHA Board Chair, and the RCA Board Chair. The subcommittee will discuss and review various topics including the number of hours required for the AIT program, combining the Boards, and other items of interest.

Ms. Kerr made a motion for the Board Chair to work with Mr. Vande Merwe, the RCA Board Chair, and four licensees. It was seconded by Mr. Williams. Motion carried.

## **OLD BUSINESS**

To Do List – The Board reviewed the to-do list and no action was taken.

## **SECURE WEB DEMONSTRATION**

Ms. Hall provided a demonstration of the secure website to be used for Board meeting or conference calls.

Ms. Kerr made a motion to implement the use of the secure website beginning with the December 2017 conference call. It was seconded by Mr. Williams. Motion carried.

## **NAB 2018 MEMBERSHIP DUES**

Mr. Williams made a motion to pay the membership dues to NAB. It was seconded by Ms. Kerr. Motion carried.

## **EXECUTIVE SESSION**

Mr. Williams made a motion that the Board go into executive session under Idaho Code § 74-206(1)(d) to consider records that are exempt from disclosure under the Idaho Public Records Law. The purpose of the Executive Session was to consider license application materials. It was seconded by Ms. Kerr. The vote was: Ms. Meharry, aye; Ms. Kerr, aye; and Mr. Williams, aye. Motion carried.

Ms. Meharry made a motion to come out of executive session. It was seconded by Ms. Kerr. The vote was: Ms. Meharry, aye; Ms. Kerr, aye; and Mr. Williams, aye. Motion carried.

## **APPLICATIONS**

Ms. Kerr made a motion to approve 12 quarterly reports. It was seconded by Mr. Williams. Motion carried.

Mr. Williams made a motion to approve a quarterly report and ask the Administrator-In-Training to make application after November 3, 2017. It was seconded by Ms. Kerr. Motion carried.

Mr. Williams made a motion to respond to an Administrator-In-Training's request that the fourth quarterly report and application for full licensure be submitted upon completion of the 1 year training after December 8, 2017.

Mr. Williams made a motion to approve the continuing education documents submitted by a licensee for reinstatement. It was seconded by Ms. Kerr. Motion carried.

Mr. Williams made a motion to respond to a licensee regarding the documents submitted to reinstate a license and to have the licensee provide additional information. It was seconded by Ms. Kerr. Motion carried.

Mr. Williams made a motion to approve Chanse Powell for examination. It was seconded by Ms. Kerr. Motion carried.

Mr. Williams made a motion to approve the endorsement application for Royal Jensen. It was seconded by Ms. Kerr. Motion carried.

Mr. Williams made a motion to hold applications 901133520 and 901154280 pending receipt of additional information. It was seconded by Ms. Kerr. Motion carried.

## **NEXT MEETING**

Conference Call – November 9, 2017 at 9:00 AM MST.  
Conference Call – December 14, 2017 at 9:00 AM MST.  
Board Meeting – January 11, 2018 at 9:00 AM MST.

## **ADJOURNMENT**

Ms. Kerr made a motion to adjourn the meeting at 11:15 AM. It was seconded by Mr. Williams. Motion carried.

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Joshua R Thompson, Chair

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John H Williams

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Cathy Hart

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Nancy M Kerr

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Zendi F Meharry

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Tana Cory, Bureau Chief